/S /I	R			9	б		_
		b	þ ín	is a person	who believes	s that he/s	he has experi
B	(D i)	Human Resources	descri	ibed in the policy ar	nd who seeks	s remediati	on under the
B	6	Associate Vice Pre	Associate Vice President Plantesources				
1		1	F an	is a statement	ot tacts inclu	iding a reco	ord of the da

- and names of witnesses.
- 8 **B**) is the AVP Human Resources, th d. **bah** designd i.ils/lanager
 - The respondent's direct line exempt supervisor when the The Dean, VP Students or Director 08 52n7/TT 291.8.17 i.
 - ii.

- 5 **ig**l **ib**n **ig**l **t**al
 - a. If an individual believes he/she has been subjected to inappropriate behaviour as defined in the policy, he or she is encouraged to make the disapproval and/or discomfort known to the person responsible for the behaviour and ask the person to stop.
 - b. Alternatively individuals may seek support in resolving the situation by reporting the situation to the advisor or their manager. Reports must be made as soon as possible and no later than six (6) months after the last alleged incident.
 - c. If an individual's manager is the person engaging in alleged discrimination, bullying or harassing behaviour, the employee may report the behaviour to the next manager in line.

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- a. Managers who receive reports or observe incidents of discrimination, harassment or bullying, must notify the advisor as soon as practical and work with the advisor to address the inappropriate conduct.
- b. Managers who directly observe inappropriate conduct should calmly and professionally intervene to address the behaviour.
- c. If there is immediate risk or danger, the manager will immediately notify, as appropriate, UFV Security Services, police or RCMP, and anyone who may be at risk.

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- a. The advisor will support the supervisor in addressing inappropriate conduct and determining the appropriate next steps.
- b. If there is immediate risk or danger, the advisor will immediately notify, as appropriate, UFV Security Services, police or RCMP, and anyone who may be at risk.

- complainant's or respondent's official student file or personnel file.
- iv. When the issue is dealt with by the advisor, the manager will be advised as to whether or not there was successful resolution of the issue was achieved.
- v. The advisor may refer any case of discrimination, bullying or harassment to the formal investigation process at any time where informal resolution is not appropriate to the specific case or the complainant requests a formal investigation. The advisor will request u.001 Td Op WO4547T